

**GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT**

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No. 23890/F, Date 20.07.2018  
FIN-TRY-MTN-02/2017

From

**Shri T. K. Pandey, IAS  
Additional Chief Secretary to Government.**

To

**The Additional Chief Secretaries to Government/  
The Principal Secretaries to Government/  
The Commissioner-cum-Secretaries to Government/  
The Secretaries to Government/  
All Heads of Department.**

**Sub: Treasuries to accept claims/ bills against financial sanction orders generated from IFMS only.**

**Ref: F.D. O.M. No. 33639/F dated 13.12.2016.**

**Madam/Sir,**

In inviting a reference to the subject cited above, I am directed to say that, facility for generation of various kinds of financial Sanction Orders have been provided in the Integrated Financial Management System (IFMS). The detail modalities for preparation and generation of Online Sanction Order using the login credentials of the Authorized users of the system have been outlined in the Finance Department Office Memorandum No. 33639/F dated 13.12.2016.

**2. The online Sanction Order generation module of IFMS has the following advantages :**

- a. Standardized Sanction Order formats across all the Departments.
- b. Availability of the Sanction Order in the Treasury on a real-time basis.
- c. Generation of unique number for each Sanction Order.
- d. Preservation and retrieval of the Sanction Order for ex-post analysis.

**3. The system for online generation of sanction order has been in use on a test basis for quite some time now. So far more than 17,000 sanction orders have been generated involving around 23 categories of financial sanctions. Around 14,000 users have been created in IFMS to generate the financial sanctions with their specific roles and privileges. Thus, it is apparent that the facility for sanction order generation has attended stability and free from any technical glitches. In order to avoid duplicity in process of preparation of financial sanction orders and their subsequent reference with the claims to be submitted to the Treasury for drawal of funds, it is now decided that Treasuries will accept claims/bills which are**

accompanied with sanction orders generated from IFMS only w.e.f. 01.08.2018. In other words, it is mandatory for the Sanctioning Authority to enter the financial sanction details in IFMS and generate the sanction orders using the online facility.

**4. Pre-requisites and processes involved in generation of Sanction Order :**

**Creation of users :**

**4.1** To be use the online facility for sanction order generation, it is necessary that all establishment of the Government should have users who can access the Sanction Order Module of IFMS. There are two kinds of users: 1) Operator & 2) Approver to prepare and generate any financial sanction. There may be multiple users in an establishment as financial sanctions can be generated by the various wings /Divisions /Sections of the concerned office. For creation of users, Head of Office/DDO may request the Treasury Officers along with necessary authentication as per the format enclosed in the aforesaid Office Memorandum.

**4.2** Any user who is transferred/goes on long leave, the Head of Office/DDO shall intimate the Treasury Officer to de-activate him from the system in order to avoid any misuse of the roles and privileges assigned to him.

**5. Training and handholding support :**

Directorate of Treasuries have been instructed to conduct Training-cum-Sensitization programmes for the Head of Office/DDOs in their respective Treasuries. The F.As and A.F.As of the Administrative Departments will also be provided with training by the Directorate of Treasuries and Inspection, Odisha, as per the schedule to be fixed by Finance Department to help them gain first-hand knowledge about the new facility.

**6. Post implementation support :**

Treasuries will not accept the claims which are not supported by sanction orders generated through IFMS on or after 01.08.2018. However, in case of any difficulty, the Helpdesk of Treasury will provide handholding support to the Head of Office/DDOs to generate financial sanction order from IFMS.

It is, therefore, requested that, the Departments, the Heads of Department and their Sub-Ordinate offices who have not created their users will do the same taking the support from concerned Treasury and avail the online facility at an early date for generation of financial Sanction Order from IFMS Odisha as sanction orders generated otherwise will not entertained by the Treasuries on or after 1<sup>st</sup> August, 2018.

Yours faithfully,



**Additional Chief Secretary to Government**

Memo No. 23891 /F., dtd. 20.07.2018

Copy forwarded to Secretary to Governor, Odisha / ACS to Chief Minister, Odisha / PS to Hon'ble Minister, Finance & Excise / Principal Accountant General (A&E) Odisha, Bhubaneswar / Accountant General (Audit) Odisha, Bhubaneswar/ Sr. Deputy Accountant General (Works), Odisha, Puri / All Revenue Divisional Commissioners /All Collectors & District Magistrate/ All District and Session Judges/ All Sub-Collectors / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Financial Management, Bhubaneswar/ Principal, Secretariat Training Institute, Bhubaneswar/ Principal, Odisha Shorthand & Typewriting Institute, Bhubaneswar for information and necessary action.

  
Under Secretary to Government

Memo No. 23892 /F., dtd. 20.07.2018

Copy forwarded to the Commissioner of Commercial Taxes, Odisha, Cuttack /Director of Treasuries and Inspection, Odisha, Bhubaneswar / Director, Local Fund Audit, Odisha, Bhubaneswar/ all Treasury Officers of District Treasuries / Sub-Treasuries / Special Treasuries for information and necessary action.

  
Under Secretary to Government

Memo No. 23893 /F., dtd. 20.07.2018

Copy forwarded to all Officers of Finance Department /all Branches of Finance Department / for information and necessary action.

  
Under Secretary to Government

Memo No. 23894 /F., dtd. 20.07.2018

Copy along with copy of the enclosure forwarded to the Head, Portal Group, Secretariat, Odisha, for information and necessary action. It is requested to hoist this Memorandum in the website ([www.odisha.gov.in/finance/index.htm](http://www.odisha.gov.in/finance/index.htm)) of Finance Department for general information.

  
Under Secretary to Government